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Acting Chief Organization and Methods

31 January 1952

Comptroller

Proposed Procedure for Establishing and Changing  
Tables of Organization

1. Your proposed procedure for establishing and changing Tables of Organization has been reviewed and the following suggestions are offered:

- (a) Due to the current need which is in line with the limitation placed by the Bureau of the Budget on personnel services and to assure that each request is fully satisfied, it is suggested that paragraph A. be strengthened to make clear the importance of adequate justification. Paragraph A. might be supplemented as follows:

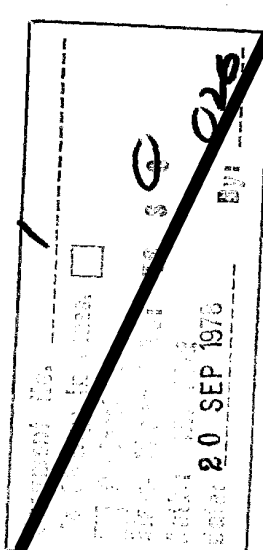
"The justification should concisely but adequately indicate by division or activity necessary requirements which cannot be met with the present T/O authorization. Where applicable, data concerning backlog, actual and estimated work load trends, and any other objective data should be furnished which will be helpful in explaining the basis for the additional request. A table should be included with each proposed revision indicating by division a comparison of the proposed T/O with the personnel on-duty and the present T/O."

- (b) That paragraph B. be rewritten as follows:

"All classified (including ungraded) positions, except positions authorized for covert projects and covert foreign field stations, shall be processed as follows:"

- (c) Eliminate from the second line of paragraph B. (2) (d) the words "and (5)". This will be in line with a later recommendation that paragraph B. (5) be eliminated in its entirety.
- (d) Eliminate from the last line of paragraph B. (4) the words "and those set forth in CIA Regulation paragraph A". As paragraph A. of Regulation [REDACTED] with the preparation of personnel action from [REDACTED] appears to have no connection with this matter.

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- (e) It is the opinion of the undersigned that paragraph B. (5) should be deleted in its entirety. All increases in T/O should be approved by the DD/A. However, he may delegate to his deputies if he so desires the approval of T/O's not exceeding whatever limitation he desires to make.
- (f) I do not concur with paragraph C. in its present form. The entire paragraph should be rewritten and provisions made for review by the Comptroller's Office as limitations have been placed by the Bureau of the Budget on funds and also on the number of positions contained in the budget for overseas activities. It might be preferable to eliminate this item entirely and treat it as a separate subject for later consideration.

2. It is the opinion of the undersigned that a separate and distinct procedure should be established for the requesting and approving of T/O slots for Grades 16 and 17. Grade 18 has been omitted since approval is required by the Director. Regulation [REDACTED] provides for the approval and processing of personnel actions once the positions or slots are established on the T/O's. I would like to suggest that a Board or Committee be established to review the present supergrade structure within the Agency and that this same or similar Board or Committee review and recommend approval or disapproval of future requests for the establishing of positions in Grades 16 and 17. The Board or Committee, if established, would perform similar functions to that which the Civil Service Commission now performs for all other Government Agencies in connection with the establishment of supergrades.

E. R. SAUNDERS

cc: DD/A ✓  
Signer's Copy

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